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ALASCA PEOPLE



On the Cover:

Standing on the front porch of the BLM's Glennallen office is Larry Kajdan and Tricia Hogervorst-Rukke. Kajdan, Glennallen outdoor recreation specialist tells Hogervorst-Rukke, ASO writer/editor, the merits of using the new BLM color brochure highlighting key recreation areas in the Glennallen District.

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PEOPLE Penfold Says Switch

State Director's Staff Take Reassignments

On August 8, Mike Penfold, Alaska State Director, announced the reformation of his manage-

ment team. Seven of his staff will resume new positions within his team. He says, "I think the changes will provide these individuals with broader experience and greatly enhance their management abilities with increased benefit to the Bureau."

BLM in Alaska underwent a reorganization about two years ago. The emphasis of the reorganization was on centralization and a reduction of layering so as to provide additional money

for more on-the-ground work. Within the newly reorganized State Director's management team a few jobs were downgraded, or eliminated while some new positions were created. This new shuffle will reinstate some former grades and attend to the desires of the team for other work experience.

Unaffected by the shuffle are Les Rosenkrance, Associate State Director; Dave Vickery, Chief of Public Affairs; Mary Zieher, Chief of Equal Employment Program; Tom Owen, Alaska Fire Service Manager; Roger Bolstad, Kobuk District Manager; Thomas Dean, Arctic District Manager; and Don Runberg, Steese White Mountains District Manager.



Mike Penfold

The changes are effective **September 12** and affect the following:



Bob Arndorfer, presently Deputy State Director of Conveyances will become the Deputy State Director of

Cadastral Survey. Arndorfer, who's been with the BLM since 1966, has worked in the fields of engineering, technical and scientific services. He has a B.S. in Forest Engineering from Oregon State University. He's been a forester, highway and civil engineer while working for the Forest Service from 1958-1964. Two years before coming to BLM he was a construction superintendent and registered land surveyor.



Bish Buckle who is the Deputy State Director of Support will be the new Deputy State Director of Lands and Renewable

Resources. Before coming to BLM-Alaska in 1983 Buckle was the head of administration in the Denver Service Center. He began his federal service as a forester with the BIA and later became an administrator. Buckle was administrative officer for BLM's Fairbanks District in 1974 and later transferred to Washington, D.C. as a budget analyst. He has a B.S. in Forest Management from West Virginia University.



Moving back to the State Office is Anchorage District Manager John Rumps who will fill the Chief, Office of Manage-

ment, Planning and Budget position. Before completing his B.S. in Forestry in 1967, Rumps worked for the BLM as a summer temporary in Battle Mountain, Nevada. He then became a full-time range conservationist in Bakerfield, California and went on to do realty work in California and Nevada. Rumps graduated from the Departmental Management program in Washington, D.C. and came to Alaska in 1984 to work in conveyance management.

Managers Affected by Shuffle



Wayne Boden, the current Deputy State Director of Lands and Renewable Resources will take the job of Deputy State

Director for Conveyance Management. Boden's background is tied to natural resources. He has a B.S. and Masters in Outdoor Recreation from the University of Michigan. Boden served as staff forester, outdoor recreation planner and wildlife specialist in the Fairbanks District in the 1960's. He was an outdoor recreation planner at the Alaska State and Washington offices. Most recently he was Medford District Manager and Anchorage District Manager.

Deputy State
Director of Cadastral Survey Fran
Eickbush will be
the new Deputy
State Director of
Support Services.



Eickbush graduated from the University of Wyoming with a B.S. in Agriculture and completed post graduate work in Public Administration. He began his BLM career as a land surveyor with the Wyoming State Office and has served the Washington and Eastern states offices. Eickbush was also an EIS coal team leader for the Wyoming and California State offices.



Glennallen District
Manager Gene
Terland will move
into Anchorage
and become the
Chief for the
Branch of Renew-

able Resources. Terland joined BLM in 1974 as a range conservationist in Vale, Oregon, and held similar positions in the Baker, Oregon, and Salmon, Idaho, districts. He became Glennallen area manager in 1986 and shortly thereafter became Glennallen District Manager due to the reorganization. Terland has a degree in Fish and Wildlife Management from Montana State.

Dick Vernimen, Chief for the Branch of Renewable Resources will take the job of Anchorage District Manager. He



graduated from Humboldt State
University with a B.S. in Wildlife
Management. Vernimen got his
start with BLM in the Kanab, Utah,
district in 1963. He's held natural
resource management positions in
six different districts, one national
park and the Indiana state government. In 1980 he left Washington,
D.C. to become associate Anchorage
District Manager.

"I didn't get scared until later when the smoke got orange and we had to walk through some spot fires."

Chris Sitbon, ASO Adjudicator



Having carried heavy loads over hills, the FFP crew decides to take a rest after lunch.

Whirlwind fire overtakes crews

by Ed Bovy

"It was an eerie experience. It was a clear, bright day. Blue sky. About 9:30 in the evening. No clouds. Then it was dark as night with thick choking smoke blocking out the sun."

So said first-year firefighter Don Pino in recounting his crew's close call with a runaway fire last month in northwest Alaska. Pino, along with thirteen other BLMers, had signed up for this summer's Fire Familiarization Program. Although the program is designed to give non-fire personnel first-hand experience with fire suppression jobs, six of this year's class may have received more experience than they bargained for.

The crew was constructing a fire line and setting back fires to contain the blaze in spruce forest and tundra when the wind suddenly shifted 180 degrees.

"When the smoke came in, I figured it was a little wind that would soon turn back. At first, we didn't think we were in any real danger," said Kim Pearce, mail and file clerk.

"Randi, our crew boss, said to go back to the safety area. We left quickly. I didn't get scared until later when the smoke got orange and we had to walk through some spot fires. We didn't realize what the whole situation was until later," said Chris Sitbon, ASO adjudicator.

Since the smoke was so thick, the firefighters followed each other by voice and found refuge in a previously burned area next to a pond. "The situation could have been serious," said squad boss Valerie Romanello. "But we had our safety zone picked and knew where to go. I was real proud of the crew."

"Later we laughed about the news reports. They said we were sitting in the pond. People probably had images of us up to our necks in boiling water. But the pond was cold. It even had whitecaps on it because of the strong winds caused by the fire," said Sitbon.

But their ordeal was not over. There was so much smoke in the area that helicopters couldn't see them or land. The firefighters, which included the Chena Hot shots and the Kiana #1 crew had to wait the night out.

"It was cold that night. Most of us just stood around trying to keep warm. The ground was still so hot in many places that a few packs placed on the ground had holes melted in them," said Pino.

Ironically, the crews had to find unburned wood to start a small campfire to keep warm. "We had only a small area to rest in and were surrounded by either water or hot spots. I put on my raingear and slept next to the campfire. I can sleep anywhere," said Sitbon.

"The fire thoroughly burned everything in the area. To give you an idea just how how it was, we lost some chain saws and drip torches. They were completely melted. My pulaski and a few others were the only tools found," said Pino. Three people lost all their personal gear.

The firefighters were finally helicoptered out about 6 a.m. The fire, about 35,000 acres when the crew arrived, eventually burned 208,000 acres before it was finally put out. Romanello said it was not the first time a BLM fire crew was "burned over" in Alaska. The fire, fanned by 20 miles per hour winds, finally stopped about five miles past the crew's safety area. It was eventually contained after 400 firefighters battled the blaze for more than a month.

The smoky evening still physically affects many. "I coughed constantly for about two weeks afterwards," said Pearce. "Four weeks later, I still feel like a person that must smoke three or four packs a day," added Pino.

All agreed that the FFP training



Crewmember working a hose on a fiveacre slopover.

made a critical difference in how the crew responded in a lifethreatening situation.

"The course really stresses response to commands and working as a crew. We're all taught to be responsible for one another. For example, we always keep track of

"I had a great crew boss. I trusted my life to her and I would do it again."

> Kim Pearce, ASO mail & file clerk

the person on either side of us. And we went through a lot of dry runs in many situations. Like what to do if a tanker drops a load of retardant on us," said Pino.

"The FFP training was great. They covered virtually everything we did later on the job. I can't think of one thing they missed," said Pearce.

Why would someone trade a safe desk job for potentially hazardous physical work outside?

"I had been doing position classification on fire positions for many years. The FFP was a golden opportunity to actually go out and do the job rather than just talk or read about it. I'm probably the only classifier in the bureau that's red carded." said Pino.

"I grew up in a small town in upstate New York and we really didn't hear much about wildfires. I had heard a lot of people talk about how firefighting was adventurous and I decided I wanted to experience something new," said Pearce.

"I signed up last year because I wanted to do something challenging outside the office. But I found that the work was hard and I was out of shape. So last winter I made some major changes in my lifestyle. I watched my diet and began running and lifting weights. It

made a huge difference. I probably wouldn't have been able to keep up this time if I hadn't," said Sitbon.

Would they like to go out again next summer? "I had a great crew boss. I trusted my life to her and would do it again. I hope to go back again next summer. I don't really want to eat any more smoke, but if that's what it takes . . . " said Pearce.

All three advised those thinking of joining the program should get into good physical condition. "And you better not mind being dirty for along period of time either," said Pearce of her 21-day stay on the fire.



The FFP's and Chena hotshots battle a ridge burnout.

Sandy Dunn (left) and Nancy Getchell amidst lush foilage just up from the main street of the tiny village of Tenakee Springs.

Savings Bond Incentive Gives Employee Memorable Experience

"a combination of my screams and wind turbulence aborted our attempts to land at the last allotment."

by Danielle Allen

Winning one of the prizes in this year's federal savings bond drive contest was something I halfway expected. I'm one of those people whose been playing the Readers Digest Sweepstakes ever since I can remember -- and you've got it-I've never won a thing. So I had to score big this time. I mean, come on . . . who wants to win a Native allotment trip? Don't get me wrong, I've worked at the Anchorage District for too many years not to know about Native allotment examinations. It's hard work. Long hours of flying around in small planes, looking for well-hidden landmarks, lugging casefiles and other stuff, and having mosquitoes constantly munch on your body is not my idea of a good prize.

So of course, I won the Native allotment examination trip, to be conducted within the Anchorage District. I pondered my predicament. Would I go? Wouldn't I go? My decision was made quickly

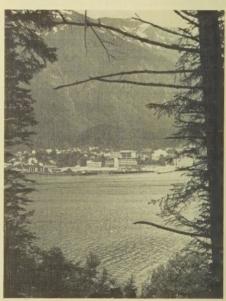
when I found that I could take my trip in Southeast Alaska. Incredible!

The thought of going to Southeast where the trees are big (nothing like the scrawny trees in the rest of Alaska) and the waters crawling with scrumptious seafood was enough for me to overlook flying through dangerous mountain passes and the rigors of the field. This was a dream come true— I was going to Southeast Alaska!

Traveling with me was Sandy Dunn, assistant Anchorage District Manager and Nancy Getchell, ADO realty specialist. Dunn was down for a look at BLM land in the southeast—which isn't too much; and Getchell, a woman with so much spunk and spice, that I get exhausted just talking to her, was to do the Native allotment examinations with minor assistance from Dunn and me.

Upon landing in picturesque

Juneau, we donned life jackets and boarded a small float plane for a 45-minute flight through the mountains to Tenakee Springs, a tiny town on Chichagof Island just



A view of the spectacular city of Juneau from Douglas Island.

southwest of Juneau. Tenakee Springs is famous for its bath house and is used by many Juneauites as a summer getaway. There we met with four townspeople who lived on public mineral reserve land. Mineral reserves are public land where natural hot springs occur. Getchell and Dunn explained the history of these particular mineral reserves and the annual fee to be paid to BLM for the further use of the land.

After eating at the only place in town, the Blue Moon Cafe, where you may or may not eat, depending on the mood of Rosie, the proprietress; and talking to a few townspeople (population is about 60 during the summer), and seeing

of all of the waterways and unpredictable weather. At each allotment, we'd hop out of the plane trudge through the weeds or rocks along the beach to where she'd get the lay of the land and if she was satisfied she'd plant a survey monument or hang flagging tape.

By the fourth allotment we were getting tired (we averaged one and one-half to two hours of trudging per allotment). But I think it was a combination of my screams and wind turbulence which aborted our attempts to land at the last allotment. The turbulence was so-o-o-o-awful. We'd circle to peer down upon the allotment and get blasted by the hurricane-like gusts. After the fifth time of doing



Nancy Getchell refers to map on an abandoned Admiralty Island beach as John Bower (standing) of Tlingit-Haida and Native allottee Gabriel George (lying) contemplate the next Native allotment visit.

Savings Bond Drive

As Alaska's federal savings bond coordinator, former OMPB chief Jerry Zamber, was responsible for the recent success of the savings bond campaign. Within Alaska, participation in the campaign more than doubled over 1987.

Zamber can be credited for helping introduce incentives as an enticement for employees to buy bonds. After legal counsel with the Solicitor and approval from Washington, 34 incentives were offered.

Incentives were offered by the BLM, National Park Service, Office of Aircraft Services, U. S. Geological Survey, Regional Solicitor, Fish and Wildlife Service, Bureau of Indian Affairs, the Sheraton Affairs, the Sheraton Hotel and Travel Center. They ranged from a tour of Katmai National Park and Preserve, to a videotape of Denali, assistance in developing a will to the grand incentive donated by Travel Center — round trip air fare for two to Hawaii. By the way, BLM Resources chief, Wayne Boden won that one.

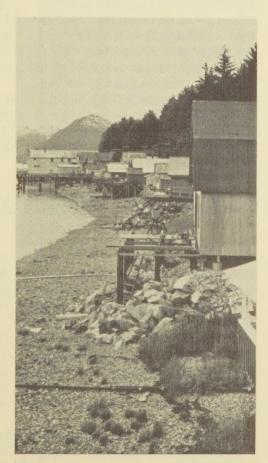
the ferry come in and taking a famous Tenakee Springs bath we were ready for our next stop—Admiralty Island. Admiralty Island is a hop across the Chatham Strait where the bears are big and plentiful. Not one for taking chance, our Native allottee, Gabriel George, was suitably outfitted with the proper caliber rifle. I kept up with him at all times.

We flew into Angoon, our home base on Admiralty Island, and then took off for a day of Native allotment examinations. Getchell was in her element. She'd excitably motion to the pilot when she'd spot an allotment and he'd expertly maneuver the plane to the closest lake or river where we'd land. The float plane is the best way to travel in Southeast because

this (my screams got louder on each pass) Getchell magically captured the allotment on film and we retreated to Angoon.

All-in-all I give the trip an A+. Thanks are in order to Jerry Zamber (the federal Alaska bond coordinator) and the other federal agencies for the spectrum of prizes offered. I got to go to some places I'd always wanted to visit, and experience my first float plane ride which was a real treat.

Working with Dunn and Getchell was more than informative, it was memorable! I got a better understanding of what lands cases BLM has in Southeast plus it was a lot of fun. I also learned something about the Tlingit culture; and, well, that's another story.



Most of the houses in Tenakee Springs rest on pilings.

From Alaska to Antarctic

by Tricia Hogervorst-Rukke

Can you imagine living in the forbidden waste lands of Antarctica for a year? During the summer, the continent warms to a "balmy" minus 13 degrees. In the winter, the sun heads north, providing long cool nights for stargazing, and crisp, refreshing temperatures of minus 80.

"When somebody dropped a vacancy announcement on my desk, I couldn't resist the challenge," says Cadastral's Dave Bieganski. "It was advertised to government workers world-wide so I didn't know how good my chances were. I'm a jack-of-all-trades and a go-getter. Maybe that helped me get the job."

Bieganski reported to U.S. Geological Survey's headquarters in Reston, Virgina on August 1. His preparatory training, which lasts until October, includes instruction in seismic work, arctic fire fighting, and telecommunications. "On October 26 I will fly from Los Angeles to New Zealand. On the first of November, I fly to McMurdo and am scheduled to arrive at Admundson-Scott Station at the South Pole by November 5," says Bieganski.

Although twice the size of the United States, very little is known

about Antarctica. The ice across the continent has an average thickness of 8,000 feet but some areas are as thick as 13,000 feet.



Dave Bieganski

"As part of a research team, my job is to collect, transmit and analyze seismic data. I will also be responsible for the operation and maintenance of the outpost.

"Sixteen to twenty of us will be living in a geodetic dome at 9,500 feet elevation Supplies must last 15 months -the length of a work stint.

"During the summer (November through January), it's a 'zoo.' Everyone comes to visit and we receive mail twice a week. As winter sets in, the visitors disappear and we are almost totally isolated. We will receive one midwinter mail drop from a plane that doesn't land."

Bieganski says, "The training and experience I'll get in that one year will be more than most people experience in ten years. Living in such close quarters will be an experience in interpersonal relations as well as how to handle stress. I am education-oriented, single, with no attachments and all the money I earn will go in a bank account which I can later use to study for my masters."

Bieganski graduated from the University of Wisconsin at Platteville in reclamation and geography. After college he went to work reclaiming coal mining areas in Colorado. He joined Alaska BLM's Title and Land Status in 1984 and later moved to Photogrammetry's autocartography section. He serves as a field guide for survival classes at the University of Alaska in his spare time.

Field Committee Takes Look at Automation

At the request of Les Rosenkrance, Alaska's associate state director, the field committee came to Alaska this month. All 12 of BLM's associate state directors make up this group known as the field committee. The big push throughout this country to fully automate the workplace is what our field committee is trying to do for BLM.

They were briefed by Washington and Denver Service Center officials on recent automation efforts while our automated data processing people explained Alaska's efforts in developing an auotmated minerals and lands records system for the Bureau.

The group is tackling such things as defining standards for automating resource data, establishing quality controls and determining what automation will do to us organizationally.

The field committee meets quarterly in a different locale and 90% of their agenda is devoted to the automation of the Bureau.

Team members include:

Alaska - Les Rosenkrance
Arizona - Lynn Engdahl
California - Ronald Hofman
Colorado - Thomas Walker
Eastern States - Bob Faithful
Idaho - Larry Woodard
Montana - Ray Brubaker
Nevada - Fred Wolf
New Mexico - Monte Jordan
Oregon - Paul Vetterick
Utah - C. Kemp Conn
Wyoming - William Eikenberry



Eight Fairbanks Key club members pick up trash from an illegal dump site along the Denali Highway as part of this years's community service project.

Key Clubs Clean Highway

by Sharon Durgan Wilson

A group of students from Key Clubs at West Valley, Monroe and Lathrop high schools in Fairbanks gave the Glennallen District office a real lift last month when they collected trash along the Denali Highway for two days.

The Key Clubs, sponsored by Kiwanis clubs, are designed to teach and foster leadership and community service among its high school participants.

This summer, the clubs selected a trash pickup campaign on public lands as part of a community service project. Dan Guillickson, Alaska-Yukon Key Club administrator and BLM Fairbanks audiovisual specialist, helped coordinate and choose the cleanup area along with Glennallen district summer recreation employees Debbie McAtee and Susan Bellagamba.

Beginning on BLM-managed lands near Cantwell along the Denali Highway to Canyon Creek, the trash pickup extended along the highway and side roads for 30 miles. After scouring the highway amid rain showers, the group took four truck loads of trash to the

Workwise or Otherwise

*Evie Grafton was \$1,000 richer after winning third place in the first annual doo drop win contest, a Special Olympics charity event.

*Congratulations are in order to ADP's Don Lofton and Jean Boyer who tied the knot earlier this month.

*Thunder, lightning and rain didn't dampen the spirits of BLMers and friends who attended the Glennallen District picnic on July 9. About 40 people enjoyed Alaskan fare such as moose, bear, caribou and salmon. Many came to do some world class salmon fishing and weren't disappointed. District manager Gene Terland and his wife. Dee, also provided salads. beans and delicious home baked pies. Children of all ages played games until they dropped, then they ate some more.

*Valdez Creek miners showed BLM archaeologist Bob King a two-foot piece of tusk found there just recently. King says it may be a mammoth tusk but future tests will determine that and its age which has been estimated at 100,000 years.

*The Glennallen District provided the State Troopers fuel for a helicopter and frequencies in a recent search for two missing 11 and 13-year old boys who were found unhurt across Paxson Lake from the BLM Paxson campground.

Cantwell dump.

Aluminum cans worth \$33 were taken to the Fairbanks recyclying center and the money was donated to the muscular dystrophy telephon. Antique can collections were started as a result of this project—the oldest can found was a 1952 RC Cola.

Enter into the

Galena Zone



Galena Zone Manager Dave Liebersbach (right) confers with Jack Lewis, Incident Commander about strategies to combat the 208,000-acre Warring Mountain fire, 80 miles east of Kotzebue.

by Sue Mitchell

In the photographs tacked on the bulletin board, the faces are grinning. Arms wrapped around each other, the people mug for the camera. In some photos the people are wearing silly costumes. The same people appear in many of the same pictures. This is the staff of the Galena Zone.

Steve Worden came to Galena to

Steve Worden came to Galena to visit friends in the summer of 1977. It was a busy fire year and thousands of acres were burning in the western part of the state. "I quickly saw that I liked the people, and I liked the way they worked," he says. So he got a job and has been coming back every summer for 12 years. "We used to be known as the 'Granola Zone' because several of us were hippytypes," he says. "Now we're more towards the middle."

The great mix of people is why most of the staff has returned to Galena for the past several years. Even Fire Dispatcher Kitty Ortman, in her first summer at Galena, says she will try to make it back next year.

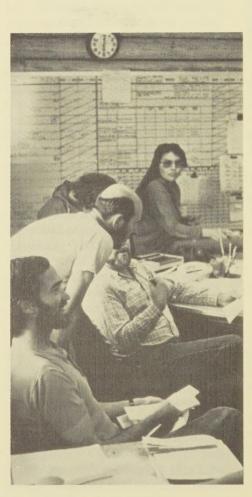
What kind of people work at the farthest west fire station in the nation? "Flexible," says Fire Suppression Specialist Tom Evans. "Instead of sitting around worrying about what's going to happen,

you're here, something happens, and you deal with it. That takes a lot of energy."

"BLM is the biggest operation around here, next to the Air Force," says Fire Management Officer Dave Liebersbach. The zone headquarters is next to the Galena Air Force Base and shares a common runway with the F-16 fighters and private and commercial aircraft. BLMers enjoy an occasional evening on the air force base to do some shopping at the base exchange, watch nightly free movies and use gymnasium, tennis and racquetball courts.

Most of the 35-person staff is from Galena. The warehouse, the second largest in AFS, can support another 1,000 fire fighters. The Galena Zone has the largest number of crews available for hire, as well as the largest land area of any of the zones. However, much of the land is designated for limited suppression, so many fires are not fought.

The Galena staff seems to enjoy life in this remote village of 800. They like each other and have fun together. But when fires begin the Galena team springs into action, ready to deal with whatever comes.



The aircraft desk is the place where orders are placed for equipment, planes, and people as the fire season heats up.

Eleanor Schwartz Wows Adjudicators

by Jane Mangus

BLM adjudicators who attended a special seminar in July had a chance to learn a few things firsthand from the legendary Eleanor Schwartz, head of the office of legs and regs in Washington.

Thirty master adjudicators attended the week-long training sessions led by Schwartz who is widely respected because of her political and legal expertise.

"She talked about the legislative process and the role her office plays in getting legislation through the hoops and to Congress," said Anne Pederson, training coordinator. Pederson adds, "She's one knowledgeable lady."

That's not surprising, besides heading the Office of Legislation and Regulatory Management through several administration changes, Schwartz has stacked up an impressive set of credentials.

She got a law degree in 1937, a time when most women stayed at home. However, one degree wasn't enough. Her parents believed every woman should be able to teach school. "In those days," she said, "you didn't go against your parents wishes." So she got an education degree too.

She practiced law for five years then decided to stay home and take care of her children. "It wasn't possible at that time to get good care," she said.

Before long her daughter's teacher learned Schwartz had an education degree and a job interview was soon arranged. She took the job and taught school for seven years.

"As soon as the girls were in high school, I applied for a job with the federal government," Schwartz said, "and I got a job with BLM as a realty specialist."

She became involved with PLLC, the Public Land Law Commission, a national study of public land issues. The Commission's report formed the basis of information



Eleanor Schwartz

that led to the FLPMA Act of 1976. From there she climbed the federal career ladder to become one of the most respected and influential women in the government.

People

MOVING ON July

Eunice Lane, Miscellaneous Documents Clerk, ASO Division of Conveyance Management

Dan J. Floch, Surveying Technician, ASO Division of Cadastral Survey

Joseph Agnese, Land Law Examiner, ASO Division of Conveyance Management

Mabel Bautista, Clerk Typist, ASO Division of Mineral Resources

Lynn Denlinger, General Biologist, ASO Division of Cadastral Survey

Billy Glasper, Secretary, ASO Division of Mineral Resources

Joette Storm, Public Affairs Specialist, ASO Public Affairs staff

WELCOME ABOARD July

Patricia Holm, Land Law Assistant, ASO Division of Conveyance Management

Allyson Hawkins, Land Law Assistant, ASO Division of Conveyance Management

Lynda Ehrhart, Land Law Assistant, ASO Division of Conveyance Management

Willie Ransom, Secretary, EEO Staff

April Hubbard, Secretary, ASO Division of Mineral Resources

Dorothy Hanley, Miscellaneous Documents Examiner, ASO Division of Mineral Resources

John Leap, Electronic Mechanic, AFS-Divisision of Electronic Systems **Eloise Howard,** Contact Representative, Steese-White Mountain District

Barbara Cox, Clerk, ASO Division of Support Services

REMINDER: Start selecting your entries for BLM-Alaska photo contest. See detail on page 2 of the July issue of **Alaska People.**

Career Tracks

The first in a series on career development

You may consider the job interview as the most subjective, unreliable, nonscientific system of hunches and guesswork ever devised for selecting competent people. But according to Employee Development Specialist Patti Tengberg, the interview is really an indispensable tool for both the applicant and the selecting official.

"It allows them to get acquainted," Tengberg says. It can provide both with a wide range of amazingly accurate and useful information. Most of all, it can, with a little careful planning, give the applicant an edge when a career move hangs in the balance.

The first step in planning, according to Tengberg, is to anticipate commonly asked questions and know how to answer them. Successful applicants know why they chose their career field, what their career goals are, what positions interest them and how long they expect to work. They can discuss what they've gained from past work experiences. They've researched the position they're after and have checked out the branch or work group, so they

have a pretty good idea what they might contribute to the job.

They can also talk comfortably about themselves, their strengths and weaknesses, assets and plans. They know whether they work under pressure or take instruction well. "They know what they'd look for if they were hiring," and, Tengberg adds, "they know why they are the right person for the job."

They have their own list of questions for the interviewer.

"It's perfectly all right," Tengberg says, "to ask how many applicants there are and what the potential for advancement is. It's also wise to ask about extra duties, how much coordinating there is with other work groups or the public, and how much travel is involved."

Successful applicants also focus on setting a relaxed tone during the interview.

"Believe it or not," Tengberg says, "selecting officials are often as uncomfortable about the interview as are the applicants. Be open during the interview and forget the wallflower routine. Avoid Yes and No answers and remember: no interviewer will ask

all the right questions. Be prepared to tell them whatever you think they need to know."

Tengberg recommends the mock interview as an ideal way to prepare for the real thing. She suggests finding someone who has interviewed and hired before you do a dry run.

"You can get great tips about your appearance, the way you handle questions and your overall presence," she says. "It really can make a difference."

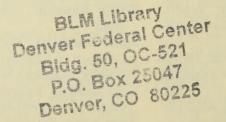
"Finally, if after the interview someone else gets the job," Tengberg advises, "go back to the interviewer immediately for feedback. It might be the most valuable information you ever get."

The interview is a fact of life, and being prepared is essential if you are career minded. Of course, you still have to be qualified to be referred for a job, and having technical knowledge about the job you want is important. But selecting officials also want employees who have potential and can think on their feet. With a little careful planning you can demonstrate your abilities and have the leading edge when you most need it.

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